MOWL BOARD APPLICATION AND DUTIES

Candidates are asked to send a resume and cover letter to the Executive Directors [ccallander@mowl.ca](mailto:ccallander@mowl.ca) . We also ask that you fill in the MOWL board matrix based on your skill set and background. If you haven’t accessed the application through our website it can be downloaded here: <https://mowl.ca/about-us/careers/> . Candidates who have experience working with a diverse range of people, and who can contribute to the climate of inclusivity at Meals on Wheels London are encouraged to identify their experiences and potential contributions in their application cover letter.

Meals on Wheels London invites applications from all qualified individuals. Meals on Wheels London is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process.

**While not required for application Meals on Wheels London in 2023 after an assessment of the board skillset and background we are seeking those with experience and occupations in:**

* Government relations
* Education
* Law (No specific field and not for any binding legal advice. MOWL seeks this when needed but those with a background can help to guide discussions)
* Cultural Groups
* Information Technology
* Fundraising

You will find below the specifications of Director and their duties as per our By-Laws and Governance Policies and Procedures. We welcome any questions.

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| **SECTION ONE: MEMBERSHIP IN THE CORPORATION AND TERM** |

1.1 *Membership in the Corporation:* A board member is required to be a Member of the Corporation of the organization. Membership dues are waived for any member of the Board of Directors.

1.2 *Term of Office:* The term of office of a board member is three (3) years with the option for a subsequent second term of three (3) years.

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| **SECTION TWO: FIDUCIARY DUTY AND CODE OF CONDUCT** |

2.1 *Code of Conduct:* Board members are expected to comply with the Code of Conduct of the organization.

2.2 *Conflict of Interest:* The personal interest of a board member cannot come in conflict with the interests of the organization. Upon appointment/election to the Board of Directors a new member is required to sign the Declaration of Conflict of Interest Form.

2.3 *Confidentiality:* Board members are expected to maintain confidentiality as required according to the guidelines of the organization. Upon appointment/ election to the Board of Directors a new member is required to sign a Confidentiality Agreement.

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| **SECTION THREE: MEETING ATTENDANCE, PREPARATION AND ENGAGEMENT** |

3.1 *Board of Directors Meetings:* There are ten (10) Board of Directors meetings scheduled between September and June. Board members are expected to attend a minimum of seventy (70) percent of board meetings on an annual basis.

3.2 *Annual General Meeting (AGM):* The Annual General Meeting is held in June of each year and board members are expected to attend.

3.3 *Meeting Preparation:* Meeting information is sent to Board members a minimum of five (5) business days before each meeting. Board members are expected to review the information in advance of each meeting. Board members must have the capacity to receive meeting information electronically.

3.4 *Meeting Engagement:* Board members are expected to participate in meetings through discussion and questions.

3.5 *Meeting Participation:* Board members typically attend meetings in-person however electronic participation (i.e. teleconference, video conference) is available.

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| **SECTION FOUR: BOARD COMMITTEE AND FUNDRAISING INVOLVEMENT** |

4.1 *Board Committees:* The Board of Directors may establish committees to assist in their endeavours. Each board member is expected to participate in-person or electronically on a committee if requested.

4.2 *Fundraising:* The Board of Directors initiates several fundraising events on an annual basis. Board members are required to attend at least one of these events on an annual basis.

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| **SECTION FIVE: SELECTION PROCESS** |

5.1 *Application:* Prospective board members are required to complete the Board Application Form and attach a current resume.

5.2 *Selection Process:* As part of the selection process, a potential board member will be invited to participate in an interview. Two references and a Police Reference Check for the Vulnerable Sector are required. Any costs associated with obtaining the Police Reference Check will be reimbursed for candidates appointed/ elected to the Board of Directors.

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| **SECTION SIX: ORIENTATION AND LEADERSHIP DEVELOPMENT** |

6.1 *Orientation:* Participation in the orientation process is mandatory for all new board members.

6.2 *Leadership Development:* Governance leadership development can be a component of regular board meetings. On an annual basis the Board of Directors schedules a Governance Leadership session or retreat on topic(s) that have been determined by the Board.

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| **SECTION SEVEN: REMUNERATION AND EXPENSES** |

7.1 *Remuneration:* Board members do not receive remuneration for their service.

7.2 *Expenses:* Board members are reimbursed for meeting expenses and other eligible costs according to the policy of the organization and with the approval of the President. Any expense claims are to be submitted on a monthly basis.

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| **SECTION EIGHT: INSURANCE AND IDENTIFICATION** |

8.1 *Insurance Coverage:* Board members are included in the Officers and Directors Liability insurance coverage as long as they are in compliance with any provisions in the governing documents and Code of Conduct of the organization.